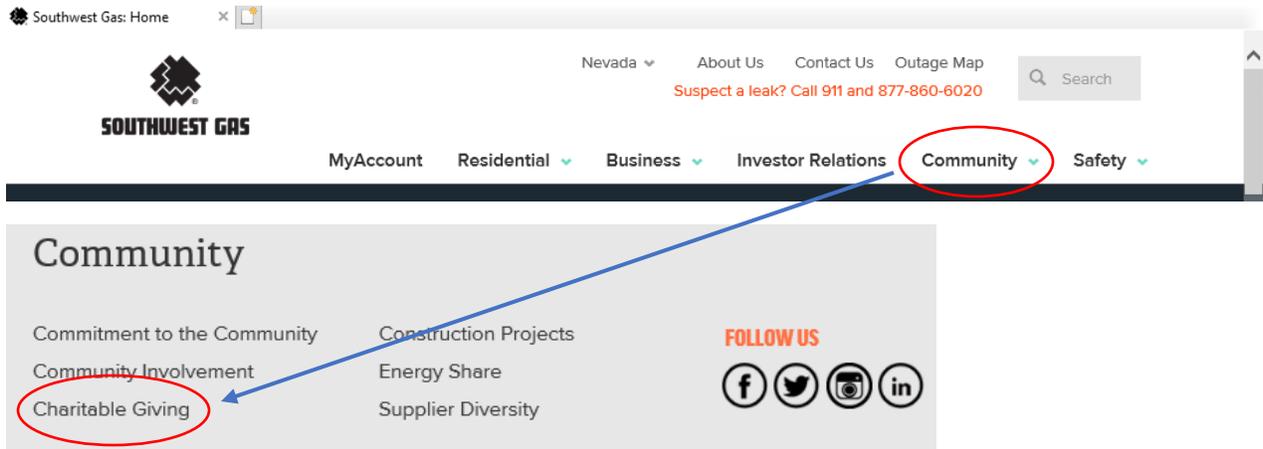


Southwest Gas Agency Pledge Portal Registration Guide

Accessing the Agency Pledge Portal

Navigate to swgas.com. From the home page, select the Community menu, and then select “Charitable Giving”



Scroll down to the Agency Pledge Portal section and select “AGENCY PLEDGE PORTAL LOG IN”

ENERGY SHARE



Energy Share is an emergency fund that provides direct utility assistance to qualified customers with unexpected financial difficulties.

[LEARN MORE ABOUT ENERGY SHARE](#)

SUPPLIER DIVERSITY



We welcome the opportunity to build strong business relationships with a variety of suppliers in our service territories and across the nation.

[LEARN MORE ABOUT SUPPLIER DIVERSITY](#)

AGENCY PLEDGE PORTAL



The Agency Pledge Portal allows charitable agencies the opportunity to pledge to pay Southwest Gas customer's utility bills.

[AGENCY PLEDGE PORTAL LOG IN](#)

Registering Agency to Use the Portal

To register to use the Portal, click on the “Agency Pledge Portal Registration” link.

Access the FAQs for additional documentation and information to guide you through the Portal.

The screenshot shows the Southwest Gas MyPledge account login page. The page features the Southwest Gas logo in the top left corner. The main content area is titled "Log Into Your MyPledge Account" and contains a login form with fields for "Username" and "Password", a "Remember Me" checkbox, and a "LOG IN" button. Below the login form are two links: "Forgot Username or Password?" and "Agency Pledge Portal Registration". The "Agency Pledge Portal Registration" link is circled in red. To the right of the login form, there is a section titled "Need to register a new agency?" with a sub-heading "Follow these easy steps and register today!". This section contains a bulleted list of steps: "Complete the online registration form", "Review, complete and return the required agreement", "Receive authorization to use the portal and activate your account", and "Still have question? Check out our [FAQs](#)". A blue arrow points from the "FAQs" link in the list to the "Agency Pledge Portal Registration" link. Another blue arrow points from a blue box containing the text "Click here to register" to the "Agency Pledge Portal Registration" link. At the bottom of the page, there is contact information for Agency Assistance and a copyright notice for Southwest Gas Corporation.

Log Into Your MyPledge Account

Username

Password

Remember Me

LOG IN

[Forgot Username or Password?](#)

[Agency Pledge Portal Registration](#)

Need to register a new agency?

Follow these easy steps and register today!

- Complete the online registration form
- Review, complete and return the required agreement
- Receive authorization to use the portal and activate your account
- Still have question? Check out our [FAQs](#)

12A-002 Agency Assistance | P.O. Box 1498 | Victorville, CA 92393-1498 sca-swgaagencies@swgas.com | 877-967-9427

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Click here to register

After Step 1 Completed, Click Next

Then complete Step 2, and Click Next

Note: The Primary Contact will have the Admin roll and will be able to add/manage their Agency's users after the registration and approval process is completed.

Agency Account Registration

Step 1: Enter Company Information



Organization Name

Tax ID Number

Street Address

City

State ▼

ZIP Code

Same as mailing address

Mailing Address

Street Address

City

State ▼

ZIP Code

CANCEL

NEXT

Agency Account Registration

Step 2: Enter Contact Information



Primary Contact Information

Contact Name

Contact Job Title

Contact Email

Confirm Contact Email

Contact Phone

Contact Fax

Secondary Contact Information

Contact Name (optional)

Contact Job Title (optional)

Contact Email (optional)

Confirm Contact Email (optional)

Contact Phone (optional)

Contact Fax (optional)

BACK

NEXT

Agency Account Registration

Step 3: Review & Confirm

Organization Information

Organization Name
121120 Test Registration

Primary Contact Information

Primary Contact Name
test

Primary Contact Job Title
test

Primary Contact Email
test@email.net

Primary Contact Phone
555-555-5555

Primary Contact Fax
555-555-5555

I agree to the [Terms of Use](#)

Step 3, Verify the Registration Information

Click and review the Terms of Use

Click the Check box

And Click Register

Your Success message advises your registration was submitted!

Success!

Thank you! You have successfully submitted your Agency registration application. We will send additional details of your application in the next few days.

After selecting REGISTER, the Primary Contact will receive an email that their registration was received with additional steps on how to complete the registration process

Agency Registration Documents

From the email, download and print the Agency Assistance Agreement (pdf). Review the cover sheet for instructions on completing the agreement.

Identify the Customer Authorization form your Agency will use.

Complete and sign the Agency Assistance Agreement.

Scan and email the agreement to Southwest Gas at sca-swgagencies@swgas.com Southwest Gas will then review the registration, and when approved, the Primary Administrator will receive an approval email to use the Portal. Southwest Gas will not be able to approve your registration without the completed agreement.

Conform Registration

When an agency's registration is complete and access to the Portal is granted, the Primary contact will receive an email with the subject Agency User Activation, with a link to complete the activation where the agency user will create a Login and Password.